

Israa Nizar Awartani

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SKILLS

- Proficient in Microsoft Office Suite.
- Excellent speaking, writing and reading English skills.
- Detail-oriented and Analytical problem-solving.
- Deep understanding of business requirements and strategies.
- Solid communication, persuasion, planning and cooperating skills
- Educated in different tools such as: Autodesk 3D Max, Vray Autodesk, AutoCAD, Adobe Photoshop, Adobe Lightroom and Digital Asset software

EXPERIENCE

Assistant Store Manager

Month 2018 - Present

Nills Furniture Store

- Assisted store manager with day-to-day business operations and needs.
- Preparing plans for the purchase of services, and supplies. Reviewing, comparing, analyzing, and approving products and services to be purchased.
- Managing inventories and maintaining accurate purchase and pricing records.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Maintaining good supplier relations and negotiating contracts.
- Derived sales to the store by assisting walk-ins, answering phone calls and email inquiries and networking outside of work.
- Maintain social media sites including designing postings and publishing them. Respond in timely fashion to social media inquiries as needed.
- Manage human resource aspects, overseeing employees benefits and compensations, keeping track of employee performance.
- Assured the delivery of purchased goods to customers within a timely manner.
- Kept records and track of previous transactions.
- Utilized MS Excel and MS Suite to replace paper-based transactions records.

Assistant Store Manager

Month 2016 – Month 2018

Color Lab 27

- Assisted in setting up appointments with clients for outdoor session.
- Helped in photography montage and photo shooting in store.
- Advised customers about the stores offers, promotions and added products.
- performed as a point of contact for store suppliers.
- Manager the store social media platforms pages.

Freelance interior design

Month 2014 – Month 2017

- Designed 3D: Kitchens, Living rooms, Bedrooms and Bathrooms.
- Designed 3D Garden View.
- Designed shops.

Interior Design Internship
Soroooh for General Contracting and Decoration

Month 2014

- Helped interior designing 3 apparel shops
- Supervised to work on site and making sure installation meets client's requirements

Interior Design Internship
Zero One Engineering office.

Month 2013 - Month 2014

- Assisted in measuring a building demotion and build AutoCAD blueprints for project.
- Helped designing a 3D design for home to give a better visibility for Engineering team.

EDUCATION

B.S. in Interior Design
Najah National University

2009-2013